

Chief, Management Staff

15 December 1954

Chief, Records Management Division

Weekly Report - Week Ending 15 December 1954

1. A request has been received from OCI for assistance in the disposition phase of their Records Management Program. This is the first indication of any specific activity from them.

2. The equivalent of 14 cabinets of inactive records were transferred to the Center.

3. As the result of a request received from [redacted] of the Historical Staff we were able to assist him in locating certain OSS records which are now in the National Archives.

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4. The equivalent of 5 cabinets of records stored in the Records Center were destroyed in accordance with authorizations.

5. As of 10 December 1954, there were 1,253 active, standardized forms in use in the Agency. A new index of Agency forms will be issued as of 1 January 1955.

6. The Office of Communications has advised us of their concurrence in the recommendations regarding the handling of vital materials, procurement of new filming equipment, and in the extended study of cable file and reference requirements. They did not agree with one minor recommendation. We are now in process of implementing the study.

7. The schedule for the deposit of vital materials by the Basic Intelligence Division, ORR, was reviewed and, as a result, some material in the Repository is not considered to be vital and will be transferred to inactive status in the Records Center.

8. A revised list of file subject headings has been prepared for the Office of the DD/A. A representative of this staff will assist in the installation of the new folders and removal of those records to be retired to the Records Center about 1 January 1955.

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Report for Week Ending 14 December 1954  
RECORDS CENTER BRANCH

Accessioning

During this week the following accessions were made:

Comptroller	38 Cubic Feet
ORR	8 " "
Training	2 " "
Personnel	2 " "
MS	1 " "
Sub-total	51 Cubic Feet
Finished Intelligence	58 " "
Total	109 Cubic Feet

*13.6 = 14*

Total accessions to date - 365.

Reference

25X1 [ ] Historical Staff, DCI, visited the Center. He was principally interested in OSS records. At his request, a listing of OSS records in National Archives was compiled and forwarded to the Historical Staff.

Disposal

Thirty cubic feet of records of OSI and OCD were destroyed under terms of existing disposal authorizations.

General

There is a strong feeling on the part of certain individuals in DB/ORR that film negatives used in the offset printing of NIS should be stored in map cabinets when transferred to the Center. The matter was discussed in a meeting with [ ] It was agreed that a visit to the Center will be arranged for those persons concerned with the storage problem so that they may examine alternative facilities available.

The battery charger for the new forklift, ordered last July, arrived yesterday.

25X1 The Staff study and plan for moving the Center has been completed by Col. [ ] LO/TD, and will be coordinated during the coming week.

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Report for Week Ending 15 December 1954 from  
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

Proofs of the new Information Report Form are being made ready by Printing and Reproduction Division/Logistics Office. Project 74.3% complete.

Project 4-86 - Forms Index

As a result of the forms survey made in connection with this project 125 forms of other government agencies were declared applicable to the Agency. As of 10 December 1954 the Agency was using 1,253 active, standardized forms. A cut-off date for the index has been established as of 31 December 1954. A numerical index of current and obsolete forms will be published as soon as possible in 1955 to be followed at a later date by alphabetical and functional indexes. 78.78% complete.

Project 4-95 - Forms Management Handbook

No change. Project is 10% complete.

Project 4-103 - Preparation of Final-Type Forms Copy by Forms Management Branch

No change. Project is 11% complete.

General Information

1. Completed study on and released employee suggestion #1017 relative to pre-punching forms filed in the official Personnel folder.
2. Developed statistics, compiled material and prepared written data for possible use in discussions with the Clark Committee.

Summary of Individual Actions

New	11	23,500
Revisions	3	58,000
Reprints	2	6,000
Other Gov't Forms	1	1,000
Overprints	-	-----
	<u>17</u>	<u>88,500</u>

3 Redesignated

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Report for Week Ending 15 December 1954 from  
RECORDS DISPOSITION BRANCH

Project 4-77 - Office of Scientific Intelligence

No change from previous report. Project is 99% complete.

Project 4-78 - Office of General Counsel

The disposition plans for the records of this Office has been approved by all areas. Discussions with the Area Records Officer for the implementation of the plan will take place this week. Project is 99% complete.

Project 4-97 - Records Disposition Handbook

All comments on the coordination of the Handbook have not been received. Regulations Control is instituting a follow-up on the delinquent areas. Project is 85% complete.

Project 4-116 - Security Office

The Area Records Officer has submitted the Records Control Schedule to the Office Staff for formal approval. It is anticipated that the schedule will be ready for application on or about February 1, 1955. Project is 87% complete.

Project 5-2 - Office of National Estimates

No change from previous report. Project is 99% complete.

Project 5-32 - Office of Research and Reports

As of this date, 237 describable items covering an estimated 2649 linear feet of records have been listed. Project is continuing and is approximately 31% complete.

Project 5-40 - Office, Chief of Operations

No change from previous report. Project is 75% complete.



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Report for Week Ending 15 December 1954 from  
RECORDS SYSTEMS BRANCH

Project 4-80 - Agency-Wide Microphotography Survey

No change from previous report. Project is approximately 40% complete.

Project 4-81 - Security Desk Trays

Project is continuing and is approximately 93% complete.

In the past week a memorandum was forwarded to the Logistics Office requesting the purchase of 1400 trays. We had on hand specific requests for 1182 trays with an additional 30 requested this week by FBID. In accordance with an informal agreement reached with a representative of Logistics Office, 1400 trays will be purchased from general funds and issued from stock to the requesting office.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records, HB [REDACTED]

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No change from previous report. Project is approximately 99% complete.

The draft copy of the Handbook was forwarded to Colonel White's office for approval on December 3rd and has not been returned. Upon return to the Regulations Control Staff it will be forwarded for printing.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

Project is continuing and is approximately 65% complete.

A revised vital materials deposit schedule has been received from the Area Records Officer for Logistics Office. This revised schedule, dated 9 December 1954 resulted from a recent reappraisal of vital materials in Logistics.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCD/BR Dossiers continues. The project is approximately 69% complete.

Microfilming of Deeds of Trust [REDACTED] for the Logistics Office was completed this week in accordance with the established deposit schedules.

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Project 4-96 - Vital Materials Handbook

No change from previous report. Project is approximately 12% complete.

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Project 5-56 - Survey of Cable Reference, Disposition and Vital Materials Requirements

Project is continuing and is approximately 99% complete.

A memorandum was received this week from the Office of Communications concurring in the recommendations regarding the handling of vital materials, the procurement of new filming equipment, and an extended study of cable file and reference requirements. The recommendation regarding the revised numbering system was not concurred in. Action is now being taken to implement the approved recommendations.

Project 5-59 - Revised Courier Receipt and Logging System

No change from previous report. Project is approximately 5% complete.

Project 5-60 - Cable Receipting System

No change from previous report. Project is approximately 5% complete.

General Information

A revised list of file subject headings made by this office for the office of the DD/A has been approved. Folders for the new year are now being typed and this office will assist in the installation and removal of the records to be retired about 1 January 1955.

25X1 [redacted] has been assigned the project of developing a Mail Control Handbook.

25X1 In accordance with the agreement made following the completion of the FBID Records Management Survey, [redacted] called on the FBID Division Chief and made tentative arrangements to assist in the setting up of the 1955 files and retiring the old material after 1 January. He was also requested to assist in developing a subject filing system for a new file series to be established by that office.

A meeting was held with representatives of ORR/Basic Intelligence Division, ORR Administrative Staff and Records Management Division/Records Center to reevaluate the vital material requirements of the Basic Intelligence Division. At this meeting it was decided that the reproduction copy (offset negative) of NIS figures should no longer be considered vital material. Certain superseded figures now in the repository will be destroyed and the remainder will be transferred to the Records Center. This transfer will involve the contents of twelve (12) five (5) drawer map cases.

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Report for Week Ending 15 December 1954 from  
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics  
Office (Reports and Correspondence Management)

Correspondence work sheets for review by Administrative Officers in the Offices of primary concern are being prepared. Completion of this review phase was deferred the past two weeks because of higher priority activity. The correspondence survey for LO is 90% complete; the reports management phase is 20% complete.

Project 4-94 - Office of the Comptroller Reports Management Program

No change in program status. Project is 23% complete.

Project 4-98 - Correspondence Handbook

Preparation of the draft for the DD/A's authentication is underway. Target date for submitting the draft to the Regulations Control Staff is 22 December 1954.

General Activity

a. Reviewed the proposed Records Disposition Handbook and submitted comments to

b. Reviewed proposed Agency Notice No.  One-Grade Promotion Progression, and prepared comments of the Division's consensus, for submission to the Regulations Control Staff.

c. Rewrite basic program plans for the Agency reports and correspondence management programs, and prepared other material for the Clark Committee.

d. Completed the evaluation of Employee Suggestion No. 1358, Stocking of Short Form Office Memorandum (SF #64) in Pads of Original and Tissue Sets.

e. Typing of the first draft of the Glossary of Administrative Terminology is progressing. The draft is 75% complete. Project is 55% complete.

